

LBNL – PROCUREMENT STANDARD PRACTICES

Section: 47 Transportation
Subject: 47.4 Off-Site Shipments

PURPOSE: This standard practice (SP) defines the procedures to be used to ensure accountability for government property delivered or shipped off-site under a subcontract or agreement

POLICY: All off-site shipments of goods under a subcontract or agreement must be properly documented to assure the accountability of government property.

SCOPE: This SP applies to subcontracts, and agreements involving the shipment of government property off-site.

DEFINITIONS:

Government Property Government property is all equipment, materials, tooling, special test equipment, and supplies to which the government has title. The term includes both Government Furnished Property (GFP) and Subcontractor-Acquired Property (SAP).

PROCEDURES:

Accountability After determining the validity of the reason for the off-site shipment, the procurement specialist's primary responsibility is to ensure that government property shipped off-site is properly accounted for.

Shipments Originated by the Laboratory When the off-site shipment originates from the Laboratory:

- The requester and/or procurement specialist prepare the necessary shipping documents and ensure that the Property Management is notified to maintain accountability of the government property and
- The procurement specialist shall verify that the government property is properly identified in the applicable subcontract or agreement before authorizing the shipment.

Shipments Originated by a Subcontractor When the off-site shipment originates with a subcontractor (called a drop-shipment), the procurement specialist shall:

- Include shipping instructions (destination, due date, responsibility for payment, method of shipment, and transportation payment terms) in the originating subcontract or agreement; and
- Confirm the drop-shipment has been satisfactorily delivered to the drop-shipment recipient prior to authorizing payment for it.

If the drop-shipment recipient has a current subcontract or agreement, the procurement specialist shall ensure that the

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procurement specialist assigned to the receiving subcontract or agreement will identify the property as accountable under that subcontract or agreement.

If the drop-shipment recipient does not have a current subcontract or agreement, the procurement specialist shall coordinate with the requester and Property Management to ensure the requester completes a *Loan Summary Form* available from the LBNL Property Management Home Page

Documentation

A copy of all subcontracts and agreements involving government property must be provided to Property Management and marked as such in the PeopleSoft purchasing system

RESPONSIBILITIES:

Procurement Specialist

The procurement specialist must:

- Maintain a record of all government property shipped off site under a subcontract or agreement;
- Forward a copy of subcontracts or agreements involving government property to Property Management;
- Ensure that subcontracts or agreements reflect the transport and delivery of all government property shipped off-site;
- Include shipping instructions for drop shipments in the originating subcontract or agreement;
- Confirm drop-shipments have been satisfactorily delivered prior to authorizing payment; and
- Ensure that drop shipment property is appropriately identified and that the recipient is accountable for it.